

OFFICE OF THE DIRECTOR
UNITED STATES SOLDIERS' & AIRMEN'S HOME

1700 North Capitol Street, N.W.
Washington, D.C. 20317

February 4, 1998

MEMORANDUM FOR ALL EMPLOYEES

SUBJECT: Accepting Money or Gifts from Home Residents

Recent events involving employees entering into financial arrangements with Home residents have prompted me to emphasize my concerns and to explain your responsibilities as a Government employee. We serve a clientele who are often vulnerable because of their health and the need for socialization. We must be mindful that we are salaried employees and paid to deliver services to Home residents. I draw your attention to the following excerpts from the U.S. Soldiers' and Airmen's Home (USSAH) Employee Handbook which defines our obligations when discharging our duties.

a. Page 8-2, Section, Additional Compensation for Services Performed:

"You shall not receive any salary or anything of monetary value from a private source as compensation for your services to the Government (18 U.S.C. 209). Accordingly, do not accept anything of a monetary value from Residents for things you do for them. Violation of the law carries a fine of not more than \$5,000.00 or imprisonment of not more than one year, or both."

b. Page 8-8a, Section, Table of Offenses and Penalties, Offense 30, Conduct Involving Home Residents, subparagraph c: *"Accepting any gift of any value or any money in any form from Home Residents" could be punishable by removal.*

The primary purpose of the Home is to provide support and services to the residents. This is for what we are paid. Many jobs require employees to help or serve residents directly, so they are in personal contact with them each workday. Some residents wrongfully make gifts of money or other presents to employees by "tipping" or paying for services or favors by employees. Residents are prohibited from doing this and can/will be disciplined for it.

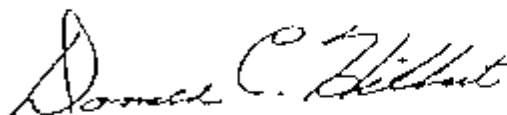
Some employees might have wrongfully accepted such gifts or tips—and a few have been known to ask for or demand gifts or tips for services and favors. This is against the law and Home regulations. As an employee, you cannot receive additional compensation for doing a job for which you are being paid.

If someone else tells you tipping by residents is "all right" and there will be no problem—he/she is WRONG!

If a resident offers you money or gifts for any reason—normal service on the job, or special favors—say NO, I CANNOT. Do the special favor, if being helpful is proper, REFUSE any payment or gift for it!

If you encounter problems with residents or other employees when you stick to the rules, DO NOT GIVE IN—talk to your supervisor and get it straightened out!

Violations of the above will result in appropriate and swift disciplinary action. No one wants or needs that. If you are a supervisor, you are expected to be observant, prevent violations, and report anyone who breaks the law or rule. Every employee has the responsibility to abide by the law.



DONALD C. HILBERT
Major General, USA, Ret.
Director